

**EXECUTIVE SECRETARIAT**  
**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	VC/NIC		X		
16	C/EUR/DO		x		
17	C/SE/DO		X		
18	D/EURA/DI		X		
19	D/SOVA/DI		X		
20	NIO/EUR		X		
21	NIO/USSR		X		
22	D/OCR/DI		X		

**SUSPENSE**  
**ER**

\_\_\_\_\_ Date

Remarks

28 OCT 85

\_\_\_\_\_ Date

**3637** (10-81)

STAT



United States Department of State

CIA

Washington, D.C. 20520

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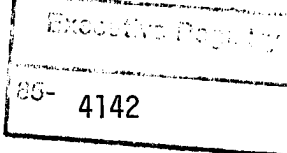
October 25, 1985

CONFIDENTIAL

(with SECRET attachments)

## MEMORANDUM TO:

D - Mr. Whitehead  
P - Mr. Armacost  
E - Mr. Wallis  
T - Mr. Schneider  
M - Mr. Spiers  
C - Mr. Derwinski  
AF - Mr. Crocker  
ARA - Mr. Abrams  
EAP - Mr. Wolfowitz  
EB - Mr. McMinn  
EUR - Ms. Ridgway  
H - Mr. Ball  
HA - Mr. Moser, Acting  
INM - Mr. Thomas  
INR - Mr. Abramowitz  
IO - Mr. Keyes  
L - Judge Sofaer  
NEA - Mr. Murphy  
OES - Mr. Negroponte  
PA - Mr. Kalb  
PM - Mr. Holmes  
RP - Mr. Purcell  
S/ARN - Amb. Nitze  
S/NP - Mr. Kennedy  
S/P - Mr. Rodman  
CIA -   
USIA - Mr. LaSalle  
INR/B - Mr. Hirsch



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TMC  
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SUBJECT: Requirements for the Secretary's trip to Helsinki and Moscow, November 2-5, 1985

EUR COORDINATOR: Mark Parris, EUR/SOV, Room 4217, 632-3738

EUR DEPUTY COORDINATOR: B. Lynn Pascoe, EUR/SOV, Room 4217, 632-9559

S/S-S ACTION OFFICER: Keith A. Eddins, Room 7241, 632-8338  
Alternate: Deborah Graze, Room 7241, 632-8062

This memorandum assigns responsibilities for the preparation of briefing materials for use by the Secretary during his trip to Helsinki and Moscow. Bureaus wishing to suggest additions or changes to this tasker should contact the S/S-S Action Officer as soon as possible.

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DECL:OADR



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I. ACTION MEMORANDUM WITH RECOMMENDED SCHEDULE: EUR should prepare an action memorandum to the Secretary recommending a trip schedule. The memorandum should include a cable to posts for the Secretary to approve, and is due in S/S-S no later than COB October 28.

II. ACTION MEMORANDUM WITH RECOMMENDED PARTICIPANTS: EUR should prepare an action memorandum to the Secretary with recommendations for participants (to be kept to a minimum) in all events during the trip. This memorandum should also include a cable to posts, and is due in S/S-S no later than COB October 28.

III. SCOPE PAPER: EUR should prepare a Scope Paper, in the form of a briefing outline from the Assistant Secretary (sample attached), focusing on the Secretary's meetings in Moscow. The Scope Paper should, at a minimum, address the following questions: Where does our bilateral relationship with the Soviets stand? What do we want to accomplish during the visit? What do the Soviets want from us? What can we realistically hope to achieve? The scope paper, to be cleared by P and S/ARN, should not exceed four pages and is due in S/S-S no later than COB October 30.

IV. FACT SHEETS: The following Fact Sheets should be prepared on State Department briefing paper (black top), and should not exceed one page in length (sample attached). Fact Sheets should be delivered to the EUR coordinator (fully cleared, including at least a DAS in the drafting bureau) by COB October 29.

	<u>TOPIC</u>	<u>DRAFT</u>	<u>CLEAR</u>
<u>Finland</u>			
1.	Political Situation	EUR	P
2.	Economic Situation	EUR	EB, E
<u>USSR</u>			
<u>Regional Issues</u>			
1.	President's Regional Initiative	EUR	P
2.	Afghanistan	NEA	EUR, P
3.	Middle East Peace Process	NEA	P
4.	Iran-Iraq War	NEA	P
5.	Central America	ARA	S/SE, P
6.	Southern Africa	AF	P
7.	Horn of Africa	AF	P
8.	Southeast Asia	EAP	P
9.	Terrorism	M/CTP	M, P
<u>Arms Control Issues</u>			
10.	Nuclear and Space Talks	PM	S/ARN, EUR, P
11.	ABM Treaty	PM	S/ARN, EUR, L, P
12.	Chemical Weapons	PM	EUR, P
13.	Nuclear Non-Proliferation	PM	EUR, S/NP, P

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14. MBFR	EUR	PM, P
15. CDE	EUR	PM, P

Human Rights Issues

16. Human Rights Overview	EUR	HA, P
17. Individual Cases	EUR	HA, P

Bilateral Issues

18. Civil Aviation/Pacific Air Safety	EUR	EB, EAP, E, P
19. Economic Issues	EUR	EB, E, P
20. Exchanges	EUR	P
21. Consulates in Kiev and New York	EUR	M, P
22. US-Soviet Maritime Boundary	EUR	EB, L, E, P

V. ECONOMIC DATA SHEETS: EUR should prepare Economic Data Sheets and "At A Glance" pages for Finland and the Soviet Union. These papers (samples attached) are due in S/S-S by COB October 30.

VI. CONTINGENCY BRIEFING CARDS. EUR should prepare checklists on 5X8 cards for possible meetings with Finnish officials. The cards should present the main topics the Secretary should raise. They may also comment on the order of business, and note special sensitivities or courtesy points. All cards are due in S/S-S by COB October 31.

VII. SCENARIOS AND SCHEDULE: EUR should work closely with the Embassies to prepare scenarios for the Secretary. A scenario is needed for every public event, meeting, and movement in which the Secretary is involved. Final scenarios and the full schedule typed on plain bond are due to S/S-S no later than COB October 30.

VIII. PUBLIC STATEMENTS: EUR should prepare any public remarks the Secretary may make during the trip, including arrival and departure statements for Moscow, and toasts for all meals. All statements are due in S/S-S, cleared by P, PA and S/P, by COB October 30.

IX. BIOGRAPHIC MATERIAL: S/S-S will request appropriate biographic material. By COB October 25 EUR should provide the S/S-S action officer a list of names of all significant foreign officials the Secretary is likely to meet in Helsinki and Moscow.

NOTE: S/S-S requires the original and one copy of all papers, with drafting and clearing information on a separate page. All papers must be delivered to the S/S-S action officer through the EUR coordinator. Only the action memoranda should be logged in.

*Nicholas Platt*  
 Nicholas Platt  
 Executive Secretary

Attachments: List of Due Dates  
 Samples (action offices only)

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The Secretary's Trip to Helsinki and Moscow,  
November 2-6, 1985

Due Dates

October 25

List of Biographic Material Needed

October 28

Action Memorandum with Recommended Schedule  
Action Memorandum with Recommended Participants

October 29

Fact Sheets

October 30

Scope Paper  
Economic Data Sheets  
Scenarios and Schedule  
Briefing Memoranda  
Public Statements

October 31

5X8 Cards

**SAMPLE**

United States Department of State

Washington, D. C. 20520

**SCOPE PAPER FOR SECRETARY****BRIEFING MEMORANDUM  
S/S****CLASSIFICATION**

**TO: THE SECRETARY**  
**FROM: BUREAU - ASSISTANT SECRETARY**  
**SUBJECT: SAMPLE SCOPE PAPER FOR SECRETARY**

**I. WHERE DOES OUR RELATIONSHIP STAND?**

- o Much closer following Prime Minister Smithwho's visit to the U.S. in January 1985.
  - o Increased high level contacts viewed very favorably by Smithwho and GOA.
  - o Recently amended civil air agreement permits direct air service between U.S. and Atlantis for the first time.
  - o Increased security cooperation through military to military committee.
  - o Expanded cooperation in anti-narcotics field.
- Mrs. Reagan's Drug Abuse Conference attended by Joan Sanham; she was very pleased with conference.

**II. WHAT DO WE WANT?**

- o Underscore our continued interest in expanded relations with Atlantis.
- Your personal meeting with Smithwho is extremely important to him and will play well at home.
- o Provide GOA support of our general strategies for improving East-West relations.
- Smithwho's approach is too soft.
- o Exchange views on the global economic situation.
- o Exchange views on regional security issues.

**CLASSIFICATION**  
**DOWNGRADER (if required)**

**III. WHAT DO THEY WANT?**

- o U.S. recognition that Atlantis is playing an important rôle in regional and international affairs.
- o Register concern about China's long term intentions in the region.
  - Smithwho will value your personal views of global Chinese ambitions.
- o Encourage increased U.S. investment in Atlantis
  - good infrastructure and incentive program helpful.
- o Stress the importance of international cooperation against narcotics trafficking and drug abuse.

**IV. WHAT CAN BE ACHIEVED FROM THIS VISIT?**

- o Better cooperation based on candid exchange of views on international and regional security issues.
- o Strengthen US/GOA joint efforts to increase worldwide political will to suppress drug production and trafficking.

**CLASSIFICATION**

# SAMPLE

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FACT SHEET: CDE

## I. STATUS

- o We have recently begun to explore with the Soviets a drafting structure now under study by the NATO caucus. It would exclude Soviet political proposals, except for non-use of force, and provide for discussion of NATO's essential CSBMs. Soviet attempts to link inspection and information to notification, however, may imperil the exercise.
- o Substantively, the Soviets remain intransigent; there have been no signs of Soviet acceptance of concrete CSBMs of interest to us.

## II. SOVIET OBJECTIVES

- o In the short term, to pressure Alliance members into negotiating among themselves to drop or water-down our CSBM proposals and introduce Western drafts on non-use of force and military constraints acceptable to them.
- o Longer run Soviet CDE goals include:
  - militarization of the CSCE process at the expense of the other CSCE principles, particularly human rights and
  - a CDE agreement that would have a minimum impact on Soviet forces yet undermine NATO's defensive strategy of forward defense and flexible response.

## III. US OBJECTIVES

- o To preserve Alliance unity and resolve in order to force the Soviets to negotiate seriously with us on the concrete CSBMs mandated by Madrid.
- o To build on the President's statement on CDE in his Dublin and Strasbourg speeches, i.e. to discuss non-use of force with the Soviets if it will bring them to negotiate concrete CSBMs.
- o To negotiate a CDE agreement that limits the use of military force for political intimidation, provides for greater military transparency in Europe, and preserves balance among all CSCE principles.

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DECL: OADR

# SAMPLE



SAMPLE

SPAIN -- AT A GLANCE

Socialist government successful in reducing inflation, balancing external accounts

- o Moderate economic growth in 1984
- o Success in controlling inflation and restoring current account equilibrium laid groundwork for more expansionist policies in 1985
- o International economic recovery boosted Spanish exports

But problems of high unemployment and weak internal demand remain

- o High unemployment rate (due to weak internal demand and structural rigidities in labor markets)
- o GOS reached agreement with business community and unions on economic outline for next year
  - political victory for Socialists
  - stresses importance private investment and creation new jobs
- o Administration proposed program for structural reforms (industrial reconversion, labor flexibility, social security reforms)

SAMPLE

**SAMPLE**ECONOMIC DATA CHART

## Spain

	1981	1982	1983	1984 E	1985 E
1. ECONOMIC INDICATORS:					
1a. Population (mid-year, million)	37.6	37.9	38.2	38.4	38.6
1b. Official Unemployment Rate (%)	15.4	17.1	18.4	21.7	22.0
1c. Gross Domestic Product (\$ billion) (1)	187.6	181.0	158.6	158.3	150.5
1d. GDP Per Capita (\$)	4983	4772	4149	4118	3896
1e. Investment/GDP Ratio (%)	20.5	19.6	19.2	17.7	17.5
1f. Real GDP (% change)	0.2	1.2	2.3	2.5	2.7
1g. Real GDP Per Capita (% change)	-0.3	0.5	1.5	1.9	2.2
1h. Inflation Rate (%)	14.5	14.4	12.2	9.0	7.0
2. FISCAL INDICATORS:					
2a. Public Sector Revenues as % of GDP	31.0	31.1	32.4	31.1	32.8
2b. Public Sector Expenditures as % of GDP	30.0	31.7	32.8	31.5	32.7
2c. Public Sector Balance as % of GDP	-3.0	-5.6	-5.9	-5.3	-5.0
3. BALANCE OF PAYMENTS:					
3a. Exports of U.S. (\$ billion)	4.4	1.3	1.4	2.3	2.5
3b. Imports from U.S. (\$ billion)	4.5	4.4	3.5	3.3	3.5
3c. Total Exports (\$ billion)	21.0	21.3	20.9	24.3	26.7
3d. Total Imports (\$ billion)	31.1	30.5	28.3	28.3	30.0
3e. Merchandise Trade Balance (\$ billion)	-10.1	-9.2	-7.4	-4.0	-3.3
3f. Current Account Balance (\$ billion)	-5.0	-4.2	-2.5	2.0	1.5
4. EXTERNAL DEBT:					
4a. Gross External Debt (\$ billion)	27.2	28.8	29.5	29.6	29.7
4b. Gross External Debt per capita (\$)	722.6	758.6	770.7	769.4	768.8
4c. Debt Service Paid (\$ billion)	7.0	6.9	6.4	6.4	6.6
4d. Debt Service as % of exports	33.3	32.4	30.6	26.3	24.7
4e. Gross Debt as % of GDP	14.5	15.9	18.6	18.7	19.7

(1) GSP data are derived and subject to distortion because of exchange rate fluctuations.

**SAMPLE**

Revised 4/18/87